

The UAW Local 889 bargaining unit represents this position. Therefore, there may be contract language, which could require consideration in the selection process.

MACOMB COUNTY

VACANT POSITION POSTING

CLASSIFICATION TITLE: Account Clerk I

OPENING DATE: 02-14-06

CLOSING DATE: 02-28-06

DEPARTMENT: Macomb County Community Services Agency

SALARY RANGE: \$23,341.10 to \$29,176.37

CURRENT HOURS AND STARTING TIME: Full-time **GRANT FUNDED** (37.5 hours per week) position; the starting time for this position currently is 8:30 a.m.

F.L.S.A. STATUS: Non-exempt

APPOINTING AUTHORITY: Director

GENERAL RESPONSIBILITIES:

The employee in this classification, under the supervision of an assigned supervisor, performs general and routine clerical duties according to established policies and procedures; may perform the following tasks depending upon the assigned department: records or posts information in departmental records and/or files; verifies the accuracy of information and prepares forms, records, requests for funds and other documents; types and/or prepares vouchers, forms, letters and other documents; performs routine calculations; compiles and maintains departmental files; performs various clerical support duties; operates standard office equipment such as typewriters, personal computers, word processors, facsimile machines, copiers, calculators and adding machines; performs related duties as assigned.

ESSENTIAL FUNCTIONS:

- Performs general and routine clerical duties according to established policies and procedures.
- Records or posts information in journals, files and/or other departmental records.
- Verifies the accuracy of information and prepares forms, records, requests for funds and other documents.
- Types and/or prepares vouchers, forms, memos, letters, records and other correspondence according to established policies and procedures.

ESSENTIAL FUNCTIONS (continued):

- Performs routine calculations and compiles information for various documents and reports.
- Opens, sorts, tallies and records payments and other documents received.
- Enters information on records and forms.
- Compiles and maintains departmental files.
- Distributes notices, forms and other documents.
- Bends, stoops and reaches in order to file, search for and retrieve records and documents.
- Lifts, moves and carries equipment and supplies that weigh up to 25 pounds.
- Makes duplicate copies of reports and/or information and routes to proper persons, departments and/or files.
- Receives incoming telephone calls; provides assistance by answering questions and inquiries appropriate to skill level; relays messages to appropriate individuals or departments.
- Operates standard office equipment such as typewriters, personal computers, word processors, facsimile machines, copiers, calculators and adding machines.

ADDITIONAL FUNCTIONS:

- The statements contained in this position description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job duties performed.

EDUCATION, TRAINING AND EXPERIENCE:

- Possession of a high school diploma or a certificate of successful completion of the General Educational Development Test, preferably supplemented with business school or college courses in general business.
- This is an entry level position; no prior experience is required.
- Ability to type from clear copy or rough draft at a net speed of at least 44 words per minute; and have a passing score for Job Family 4 on the General Clerical Test.
- Successful completion of the probationary period for the position of Account Clerk I.
- Be physically able to perform the essential functions of the position, with or without reasonable accommodation.

ADDITIONAL QUALIFICATIONS:

- Knowledge of office terminology, procedures and equipment.

ADDITIONAL QUALIFICATIONS (continued):

- Knowledge of Windows, Word and Excel.
- Knowledge of record keeping techniques and practices.
- Ability to perform standardized calculations rapidly and accurately.
- Ability to make routine decisions in accordance with laws and established departmental policies and procedures.
- Ability to understand and follow written and oral directions.
- Ability to establish and maintain effective working relationships with staff and the public.
- Ability to conduct oneself with tact and courtesy.

All interested, current Macomb County employees, including full-time, part-time and temporary hires, must complete an Application for Internal Candidates and submit it to the Human Resources Department by 5:00 p.m. on the closing date. Internal applications can be obtained on the County Intranet or from the Human Resources Department.

THE COUNTY OF MACOMB IS AN EQUAL OPPORTUNITY EMPLOYER